

FREQUENTLY ASKED QUESTIONS TO HELP/SIMPLIFY ONLINE SUBMISSION OF APPLICATIONS

Q.No. 1. How can I apply online for scholarship?

Answer:- In order to apply online please visit the website through URL www.momascholarship.gov.in. A link to the site is also provided in the website of the Ministry of Minority Affairs, i.e. www.minorityaffairs.gov.in.

Q.No. 2. What is the last date for submitting applications online?

Answer:- - In case of fresh scholarships for the year 2011-12 students can apply online upto midnight of 10.9.2011 and in case of renewal of scholarships students can apply online upto midnight of 30.12.2011.

Q.No. 3. Do I have to fill up the online application in one sitting?

Answer:- No. You can fill up the online application in as many sittings as you wish, until you are satisfied that you have entered all desirable fields correctly. The software provides facility to save your application.

Q.No. 4. Can I edit the information already saved and upto what time?

Answer:- You can edit information filled by you till you forward the online application to the institute.

Q.No. 5. Which fields in the application form are mandatory?

Answer:- Fields provided with red asterisk mark are mandatory fields?

Q.No. 6. Which all fields can I edit?

Answer:- You can edit all fields except a few like parental income, mobile No. email ID etc. It may be noted that editing is possible only till you finally forward your application to the institutes.

Q.No. 7. What happens, if I detect mistakes after forwarding the applications to the institutes?

Answer:- You should separately inform the mistakes detected by you to the institute. The software provides facility at the level of the institute to correct limited information.

Q. No. 8. Which fields can institute edit?

Answer: Except the basic parameters like religion, name of institution, percentage of marks obtained by the candidate, parental annual income & bank details, the institute can edit other fields. However, corrections made by the Institute, if any, would show up separately. What the student had filled up and the correction made by the institute both would show up.

Q. No. 9 What is UID number?

Answer: UID number otherwise known as 'Aadhaar' number is Unique Identification Number given by Unique Identification Authority of India (UIDAI). The process of issuing UID number has just started in the country. It will take some more time before everybody has UID number. This field is not mandatory. However, if a student has UID number, it will be to his benefit to quote the number.

Q.No. 10. What are the advantages of entering UID number?

Answer: This will facilitate to authenticate your Identity and will help in avoiding duplication. Besides, UID number is likely to help in the process of transfer of scholarship amount to your account.

Q.No. 11. What should I do, if I do not find my institute name in the drop-down menu?

Answer: You should immediately approach the institute to contact with the nodal officer of the State where the institute is located. You can also approach the nodal officer of that State directly through e-mail under intimation to the Ministry of Minority Affairs. If your institute is an eligible institution, the State Government concerned would enter it into the database and then you can apply.

Q.No. 12. How do I know the name of nodal officer of my State?

Answer: A list of nodal officer is provided in the home page of the website. For this you shall have to click the "List" Button.

Q.No. 13. What is a temporary ID?

Answer: Temporary ID is a reference number provided to the applicants as a token of their registration in the online database.

Q.No. 14. What if I forget my temporary ID?

Answer: You can re-generate the same temporary ID by filling basic information like name, date of birth & roll no. of last examination.

Q.No. 15. What is to be done after submitting the online application?

Answer: After forwarding the application online to the institute, you should take a print out of the same sign and send it and with requisite documents to the institute.

Q.No. 16. Can I take print-out of my application at any stage?

Answer: Yes.

Q.No. 17 Do I have to scan the certificates and upload in the system before forwarding the online application to the institute?

Answer: No. The system does not have the facility of scanning. The documents are to be enclosed with the signed hardcopy of the application and given to the institution.

Q.No. 18. How to check the status of my application?

Answer: By logging-in with your ID you can check the status of your application anytime. For this, you shall have to click the “update students details” button, and then login through your ID.

Q.No. 19 Is there any permanent ID?

Answer: Yes. A permanent ID will be provided to the candidate once his application is scrutinized by the institute and forwarded to the State Department. Permanent ID would then replace temporary ID. It will be conveyed to you through SMS and e-mail.

Q.No. 20 How and when will I know the outcome of my application?

Answer: Once you are provided with a permanent ID, in order to check the status, you can login with your permanent ID to know the outcome of your application.
